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UNITED STATES CIVIL SERVICE COMMISSION
BUREAU OF RETIREMENT AND INSURANCE
WASHINGTON 25, D.C.

ADDRESS REPLY TO
"U.S. CIVIL SERVICE COMMISSION"
AND REFER TO
FILE
RH:EFM:bd
AND DATE OF THIS LETTER

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Mr. [redacted]
Central Intelligence Agency
Washington 25, D. C.

29 Jan.

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STAT—

Dear Mr. [redacted]

I wish to welcome you, in behalf of the Civil Service Commission, to the one-day workshop on Federal Employee Health Benefits. We will expect you at 9:00 Friday morning, January 29, at the room and building shown at the bottom left margin of this letter.

The attached program tells you what to expect of the day. The "Note to Participants" asks that you do certain reading in advance. The Progress Report is attached. Copies of the Departmental Circular will be available in your personnel office, and copies of the law are undoubtedly obtainable through your library. You will find your day with us much more profitable if you take the time to do this bit of homework.

Your workshop chairman will be one of our newly designated Regional Health Benefits Representatives who will conduct workshops like this in the field. You will therefore have an opportunity to see first hand one kind of assistance which the Commission will now provide to your field installations. We hope that your participation will not only increase your own knowledge and understanding of the new health benefits program but also help us design the best possible program of assistance to installations outside of Washington.

Sincerely,

Elizabeth Messer
Elizabeth F. Messer
Employee Development Officer

Attachments:

Program
Progress Report

Please report to: Room 4535 GAO Building for January 29 session
5th & G Streets, N. W.
Washington, D. C.